

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2:013	Supersedes Policy Number: N/A
Date: October 24, 2003	Dated: N/A
Subject: Requests to Examine Dossiers	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference:
Approved: President: signature on file	

Dossiers are the property of the state. To ensure that there is a fair and reasonable procedure under the law, the following policy will govern the processing of requests to examine dossiers:

Faculty Members Whom the Dossiers Represent

1. Although dossiers will be kept on file in the departmental office, they may be accessed for a reasonable time (exclusive of periods involving personnel processes) by the faculty members whom the dossiers represent. This will provide them the necessary time to develop their dossiers for future personnel processes.

Personnel Committee Members

1. Current personnel committee members will have access to dossiers under their review during the personnel review process.
2. Outside the review timetable, committee members will only be accorded the same access that is given to non-committee members.

Non-Committee Members

1. Non-committee members may not examine dossiers when they are under review by personnel evaluators.
2. Non-committee members must examine the dossier in the presence of the chair or the chair's designee. Exceptions will be made in the case of academic administrators when it is necessary to access a dossier in fulfillment of their responsibilities.

3. Non-committee members must submit a signed document that requests an examination of the dossier.
4. Requests to examine the dossier must be approved by the department chair. It will be the responsibility of the chair to determine a convenient date and time.
5. Dossiers may not be examined by non-committee members without the prior knowledge of the faculty member whom the dossier represents.
6. The faculty member whom the dossier represents will have the right to be present during the examination of the dossier.
7. Requests for photocopied pages may be left with the chair or the chair's designee. Photocopies will be made available within a reasonable period of time.
8. Photocopies, should they be requested, are \$1.00 per page. The person requesting the photocopies must provide the chair with a receipt from the Business Office for full payment to the appropriate account.

Request to Examine Dossier

Upon completion, this form must be placed in department personnel file.

Requested by _____

Address _____

Telephone Number _____

Email Address _____

Name on Dossier to be examined _____

It is understood that the dossier is the property of the state. Unless it is being edited by the person whom the dossier represents, it is the responsibility of the examiner to keep all materials in the same order and condition in which they are received.

I understand and will abide by the regulations governing my request to examine this dossier.

NAME DATE

For the Person Whom the Dossier Represents:

I ___ waive ___ do not waive my right to be present while the dossier is being examined.

NAME DATE

For the Chair:

I make the following assignment concerning this request:

Date dossier is to be examined _____

Time dossier is to be examined _____

Location in which dossier is to be examined _____